



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Health Home Program Manager

Lummi Family Services (LFS)

Re-Advertised

OPEN: March 21, 2022

EXEMPT: No

SALARY: \$35.00-\$37.91/hr. DOE

SHIFT: Day

LOCATION: Elders Services

DURATION: Regular Full-Time

CLOSES: March 28, 2022

JOB CODE:

DIVISION: Administration

DEPARTMENT: Lummi Family Services

SUPERVISOR: LFS Director

VACANCIES: 1

JOB SUMMARY: Provides support for designate Health Home program clients with the following activities: service coordinator and implementation, assessment, care planning and monitoring of client status. Provides/arranges for support to clients for effective, improved self-management skills, enhance client-provider communication and care transitions. Facilitated Interdisciplinary consultation, collaboration, and care continuity across care settings.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Take all mandatory trainings for the Health Home Program, expected knowledge to coordinate the program from recruitment, engagement, enrollment, patient assistance, monthly monitoring process, reporting and patient billing.
2. Engage clients in care coordination activities designed to promote improved utilization of health care services
3. Develop and ongoing maintenance of a patient-centered, goal orientate Health Action Plan.
4. Assess activation level for self-care through use of Patient Action Measure (PAM).
5. Provides evidence-based health assessments and screenings such as: BMI, PHQ-9, KATZ ADL, GAD-7
6. Provides/ arranges for transition support services, generally based on the Coleman model of care Transition Intervention.
7. Coaches the client to build confidence and competence in four conceptual areas or "pillars": medication self-management of client's chronic health condition and provides resources links to ongoing chronic disease self-management support services.
8. Works with supervisors and other healthcare providers, hospital discharge planners, skilled nursing facility staff at the client's health home to implement services and analyze the disposition of cases.
9. Performs facility visits, home visits, and follow up telephone calls to develop critical coaching relationships to empower clients to take an active and informed role in their discharge planning and introduce them to the patient-centered Personal Health Record.

10. Coordinate's follow-up activities and referrals with other programs as appropriate, including Case Management, information and Assistance, Family Caregiver Support Program, and others. As applicable, coordinates and communicates regarding the client's post-discharge status with all involved health care providers including but not limited to primary care, mental health care and pharmacy.
11. Identifies and addresses barriers to overcome impediments to assessing health care and social services.
12. Provides referrals and advocacy for clients and their caregivers to community long-term services and supports, which includes family caregiver programs, nutrition programs, in-home care, and case management, etc.
13. Track's coaching-related metrics and reports on intervention progress.
14. Develops and maintains relationships with community agencies and organization that have the potential to provide resources support to the program of individuals.
15. Works collaboratively with multidisciplinary teams involving nurses, case managers and case aids.
16. Ensure the mental health and emotional wellbeing of an elder is ethical
17. Determine whether a legal action regarding protection of an elder or vulnerable adult should be initiated by the nation in tribal court
 - a. 5B.02.020 Penalties for Bad Faith Report A person who makes a report of alleged abuse, sexual abuse, exploitation, or neglect knowing it to be false has committed a civil infraction.
 - b. 5B.03.080 Retaliation Prohibited A person who retaliates against a person who reports or investigates abuse or neglect has committed a civil infraction. For the purposes of this subsection, "retaliation" means intimidating, threatening to cause, or causing bodily, emotional, property, or financial harm.
18. recommend where an elder or vulnerable adult should be placed if the elder or vulnerable adult cannot continue in the person's own home/facility.
19. Identify available community resources, programs, and services.
20. Well-developed human relations skills and ability to work in a team-based environment
21. Must have knowledge of social service or human service issues, pertaining to elders and people with disabilities preferred 'Ability to research and propose solutions to a variety of problems presented by clients
22. Computer experience is required. Must have ability to work with programs such as Word, Excel, PowerPoint, and email, additional medical software program experience is preferred.
23. Must have the ability to effectively interact with all levels of diverse workforce and clientele vis telephone and personal contact, in a courteous, helpful, and effective manner, contributing to a positive work environment.
24. Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work to meet deadlines, and ensure accuracy in completing work.
25. Ability to plan organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.
26. Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.
27. Maintains confidentiality of all records and information in compliance with HIPPA, federal and state regulations and Tribal policies.

28. Ability to maintain strict confidentiality of records and information pertinent to the nature of the work.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Nursing from accredited College of Nursing or Social work, Psychology, or another Human Services field.
- Must have an active, current registration as an RN in the State of Washington
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Professional Medical Reasoning Ability
- Minimum of two years' experience providing direct human services.
- Ability to read and interpret medical related documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of an organization.
- Mathematical Skills, Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, areas, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to always maintain strict confidentiality

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.